

Technical Writer

CDP, Inc. is a premier provider of data management systems and services for the public health community. Our company develops, maintains, and hosts software applications for state and federal government health agencies. We are looking for a highly self-motivated individual to join our **Technical Writing** team that creates and maintains our product documentation including functional, technical and help documents.

Responsibilities:

- Provide technical writing support to a variety of project teams.
- Create/maintain system release notes, technical and functional documentation updates, training plans, tools, and client-ready deliverables.
- Collaborate closely with software developers, product managers, and subject matter experts to gather information and understand the features, functionalities, and technical aspects of our applications.
- Review existing documentation and provide feedback and editorial comments on quality and structure.
- Ability to review change request requirements and estimate level of effort for documentation updates.

Minimum Qualifications:

- Bachelor's degree in Computer Science, Technical Communication, or related disciplines. Equivalent work experience will be considered.
- 5 years experience of technical writing
- High degree of proficiency with Adobe Robohelp.
- Experience with Microsoft Office tools; Word, PowerPoint, and SharePoint.
- Knowledge of HTML and CSS
- Strong writing and editorial skills
- Excellent organizational skills with the ability to manage multiple projects with competing deadlines.

Preferred Requirements

- Knowledge of Women, Infant, and Children (WIC) benefit program.
- Excellent communication skills with the ability to work effectively with technical and nontechnical team members.
- Experience with Agile development methodologies and an understanding of software development life cycles (SDLC).
- Ability to troubleshoot and problem-solve with limited guidelines.
- Ability to work in a team environment and independently.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](#).

About Our Culture

At our core, we value our relationships, both internally and externally. This means we respect everyone's contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. *When everyone feels empowered, everyone succeeds.*

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran's status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.